

# Theft Prevention Tips

This page provides tips to prevent thefts in the CDE headquarters workplace.

## Use of a Safe

The California Highway Patrol (CHP) has asked that staff at the CDE headquarters be more vigilant about using a safe for storing any cash or valuables. At the CDE headquarters, a safe can be used at:

- ◆ Fiscal & Administrative Services Division (FASD) on the second floor at the Cashier's Office, Suite 2019.

## General Tips

- ◆ Be cautious about publicizing that you are collecting funds for events, or telling people where you keep the money.
- ◆ Do not prop doors open or do anything to impede the automatic closure of doors into our work areas.
- ◆ If you discover something missing please notify Facilities Management at 916-445-9458, **immediately** so that timely computerized access data can be checked and proper authorities notified. The CHP will be notified—you do not have to do that. (This is a change from earlier practice.) However, the CHP may follow up directly with you for information related to their investigation.
- ◆ If you are here after hours and see anyone wandering through your work area who does not belong there, or observe any suspicious behavior, notify security immediately at 916-327-3938. If there is not a guard at the front desk there is always a guard in the central security room (CSR). If you decide to speak to someone in person, the CSR is the same location on the first floor at the CDE headquarters where you received your ID/card key and the door is just before you enter the Personnel Services Division suite. Knock a few times and the guard will answer.

By increasing our security at the CDE headquarters and by all of us being more attentive, we will discourage potential thieves and prevent thefts.

Questions: Facilities Management | [REDACTED] | 916-445-9458

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